

QAR Team Meeting May 16, 2011

Next Meeting –May 23, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Adam	Bracero	TD	X
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Updates:

Assurance Council: Having trouble meeting the resource loaded WBS & schedule. Contract has been extended for four years due to superior performance of Fermilab. Need to raise the level of awareness of Contractor Assurance. BSS is working on a pilot for a Contractor Assurance System.

ES&H: N/A

WDRS: N/A

BSS: N/A

Assessments: Finishing up FESS with Records Management today. M&TE planning is starting this week. A question was asked as to who will get the roll up reports? Where will they be posted?

Graded Approach: N/A

Process Improvement: N/A

Agenda for today: Central Location for Accessing QAR information. M&TE assessment issues

NOTES:

Central Location: Sharepoint is possible. Next step is to have a meeting with the Sharepoint expert to determine details that need to be done.

M&TE: Nothing new. Will probably have more specific questions as the assessment gets near.

Tim added 3 questions: Is there a mfg. recommendation for calibration? Is there a common practice for the instrument? Are there specific process requirements that dictate calibration?

Tom Gehrke

Meeting adjourned – duration 30 min